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Next 2 Page(s) In Document Denied

26 May 1981

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MEMORANDUM FOR:

FROM:

Deputy Chief, Procurement Division, OL

SUBJECT:

Tasking Statement for Review and Revalidation
of Procurement Delegations Issued to Other
than Procurement Activities

This confirms our discussion concerning the subject assignment. The logical tasks involved in this assignment are as follows:

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1. Task 1 - Identify all outstanding procurement delegations issued to other than procurement activities. This should include a review of all files contained in OL Registry and the A&C Division, Office of Finance.

2. Task 2 - Familiarize yourself with all regulations concerning the subject matter, including [redacted] and [redacted]

3. Task 3 - Perform an analysis under each account to identify the level and type of prior procurement activity and review each delegation for conformance with current user needs and procurement requirements. Support analysis with cash journals and other documentation as appropriate.

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4. Task 4 - Prepare report to C/PD covering your analysis. Submit model delegation consistent with current requirements, regulations, and procedures.

The above tasks should be completed for DDO Area Divisions no later than 2 June 1981. Your final report should be completed by 31 July 1981.

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Next 4 Page(s) In Document Denied

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25X1

12 JUL 1968

MEMORANDUM FOR: Chief, DO Support Group

SUBJECT : Delegation of Procurement Authority

REFERENCE : Memo dtd 19 June 68 to D/L fr
DC/DOSG, same subject

25X1

1. Authority is hereby delegated to the addressee, or his properly authorized designee, to procure under an existing Imprest Fund account non-stocked and non-regulated items up to per line item.

2. Any non-expendable property procured under this delegation shall be accounted for in accordance with existing procedures.

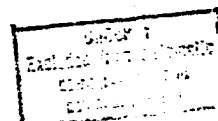
3. In case urgency or expediency requires procurement of items in excess of this delegation, prior approval shall be obtained from the Chief, Procurement Division/OL.

4. This delegation will remain in effect until revised or rescinded.

Signed: John F. Blake

W George E. Meloon
Director of Logistics

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15 MAR 1966

MEMORANDUM FOR: Chief, Soviet Russia Division

SUBJECT: Delegation of Procurement Authority

25X1

REFERENCE: Memorandum for D/L fr CSR/SS dtd 18 Feb 66,
subject: Request for Delegation of
Procurement Authority

25X1

1. Pursuant to the authority contained in paragraph 2a(2) 25X1
of [] and subject to the availability of Soviet Russia
Division funds, authority is delegated to the incumbent Chief,
[] Soviet Russia Division or when designated in
writing, his designee, to effect purchases not to exceed []
per line item and within the following criteria:

a. Expendable items not available from Agency
stocks.

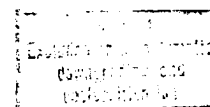
b. Emergency purchases of materiel, including
repairs and services thereto, when determined that
they are essential and that, due to time factors,
they cannot be obtained through normal Logistics
channels. (When in stock, items can usually be
furnished within 24 to 36 hours.)

c. An accounting for funds expended will be
forwarded through the Chief, Procurement Division
to the Office of Finance by the 15th of the month
following the date of procurement action. A receipt
will be furnished for each expenditure, except for
items purchased in stores where no receipt is
normally issued.

d. Property items purchased will be reported
in accordance with established supply procedure
and non-expendable items will be charged against
your consolidated memorandum account.

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SUBJECT: Delegation of Procurement Authority

e. Regulated items will not be procured under this delegation.

2. This delegation is effective until revoked by the Director of Logistics.

Signed: John F. Blake
for GEORGE E. MELOON
Director of Logistics

cc: Office of Finance

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-8 AUG 1966

25X1

MEMORANDUM FOR: Acting Chief, [redacted]
European Division

25X1

SUBJECT : Delegation of Procurement Authority
Under an Imprest Fund

RESCISSION : Memo dtd 18 Jan 65 to C/EE [redacted]
fr D/L, subject: Delegation of Procurement
Authority

25X1

REFERENCE : Memo dtd 14 July 66 to D/L fr AC [redacted] ED,
subject: Disbursement from the European
Division Imprest Fund for the Procurement
of Expendable Supplies and Materials

25X1

25X1

1. Authority is hereby delegated to the Chief, [redacted]
European Division, or his properly authorized designee, to procure
under an existing Imprest Fund Account, non-stocked, expendable
items not to exceed [redacted] per line item.

2. It is the responsibility of the designee to determine
that required items are not available from Agency stocks. Also,
regulated items will not be procured unless individually authorized.

3. Accountings for expenditures should be made promptly to
the Office of Finance directly.

4. This delegation is effective until revised or rescinded
by the undersigned.

Signed: John F. Blake

fr George E. Meloon
Director of Logistics

✓cc: Office of Finance

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Next 16 Page(s) In Document Denied